

Job Description
Ref no:

Job Title	Project Manager – Challenge Fund, Society		
Directorate or Region	Americas	Department/Country	Education Services - Mexico
Location of post	Mexico City, Mexico	Pay Band	G
Reports to	Head of Society	Duration of job	10 month fixed term contract

Purpose of job:

- To support in delivering the British Council's Challenge Fund.
- To deliver this project in line with the British Council's and sector priorities and policies.
- To develop new and strengthen existing partnerships with social development agencies in the UK, Mexico and within the Americas.
- To manage project efficiently, meeting impact and financial targets, ensuring the Challenge Fund is delivered to high quality standards at all times, and ensuring that customer needs, preferences and expectations are met.

Context and environment:

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of English language, arts and culture, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

In addition to our teaching and exams businesses, we deliver a range of projects in English, the Arts, Education and Society, and significant consultancy and teacher training programmes for both public and private sectors. In Mexico we receive significant amounts of UK state aid but an increasing share of our finances is generated through income.

The overarching aim of the Society team is to contribute to more inclusive, prosperous and safe communities around the world and specifically here in Mexico. We aim to grow our presence and significantly extend the impact of our work in the area of social development in Mexico. To this end the department has successfully bid for funds to deliver a leadership programme called the Challenge Fund. This project will build directly on the work carried out in the Future Leaders Connect programme and seeks to prepare the next generation of leaders for the challenges they will face when designing and implementing effective policy.

This project will bring together selected young leaders from the US, Mexico and the U.K. in a variety of platforms and over an extended period of time to share learning from the Future Leaders Connect programme and will require participants to launch a research initiative, policy or project to address an issue specific to the Americas. The aim is to utilise the experience that the future leaders have had as a starting point to generate transformation and tangible change within their own country that has an impact on a wider group of people than just themselves as participants in the FLC programme. By the end of this project participants will have developed their leadership skillset and be more innovative, globally minded policy makers.

This post will be responsible for successfully delivering the Challenge Fund, focusing on quality and impact but also with a view to positioning the British Council Mexico for future co-funded and paid-for work.

Accountabilities, responsibilities and main duties:

In line with EDI, Child Protection, and other overarching corporate policies:

Accountabilities:

- Delivers British Council Challenge Fund project as well as any outstanding or follow up activities related to Future Leaders Connect.
- Identifies and pursues strategic business or partnership opportunities in the social development sector.
- Ensures activity is compliant with GPF financial management guidelines.
- Demonstrates initiative, accountability, determination and commitment to British Council values.

Responsibilities:

- Society project management:
 - Ensures British Council products and services are delivered with excellence, focusing on customer satisfaction, and complying with methodological, academic and administrative regulations.
 - Implements quality assurance processes to guarantee British Council standards are fully met (evaluating both products and people).
 - Delivers projects to agreed standards; robustly monitoring project management (planning, implementation, monitoring and evaluation).
 - Contributes to the design of high quality projects for private and public social development institutions.
- Financial accounting and planning of projects:
 - Performs planning/forecasting functions to ensure that up-to-date forecasts of project income and expenditure are maintained and that budgets are accurately managed.
 - Reports and registers income in-kind through appropriate mechanisms and with evidence as per policy.
 - Produces monthly cash flow estimates which accurately reflect project expenditure requirements.
 - Runs financial reports to verify charges and identify/correct mischarges/omissions promptly, as part of risk control procedures.
 - Raises and/or approves purchase orders for operational expenditure items.

Main Duties:

- Project planning, monitoring and evaluation:
 - Uses appropriate tools to plan, monitor and evaluate projects.
 - Ensures quality feedback is collected, analysed and reported as appropriate, with a focus on customer satisfaction and quality of services.
 - Ensures the regular flow of relevant information and delivers media related activity for all projects managed according to plan.
 - Manages relationships with key internal and external stakeholders.
- Project delivery:
 - Coordinates and oversees the implementation of the Challenge Fund.
 - Supports Head of Society to recruit and select agencies, partners and consultants to deliver project.
 - Liaises with internal and external stakeholders to ensure efficient delivery of project.
 - Communicates effectively and efficiently to the project team and to all external

- stakeholders.
- Identifies, assesses and reports risks to meet project objectives.
- Procurement and contractual processes:
 - Procures external suppliers, vendors and partners when needed, in line with British Council Procurement Policy.
 - Generates, reviews and monitors contracts of vendors connected to projects following British Council contract models.
 - Follows up on payment to suppliers and vendors.
- Marketing and promotion:
 - Identifies market opportunities for British Council products and services, and contributes to writing proposals for potential customers.
 - Provides relevant texts for the British Council regional intranet, country website and other media (including digital and social media) as needed.
- HR management:
 - Manages operational project teams (which may include officers, coordinators and assistants, as well as external consultants) to ensure efficient delivery of projects.

Key relationships: (include internal and external)

Internal: Country Director; Director Education Services; Heads of Society; Project Officer(s) and Assistant(s); Head of Marketing and Communications; Finance and Support Team.

External: Federal and State ministries, relevant UK social development sector contacts, governmental and non-governmental funding bodies, Embassy social development lead.

Other important features or requirements of the job

Availability to travel. Some weekend work and unsocial hours may be required.

Please specify any passport/visa and/or nationality requirement.	Right to work in Mexico
Please indicate if any security or legal checks are required for this role.	Yes.

Person Specification:

	Essential	Desirable	Assessment stage
Behaviours	Making it happen – more demanding Working together – more demanding Being accountable – more demanding Connecting with others – more demanding Creating shared purpose – essential Shaping the future – essential	Connecting with others – more demanding Creating shared purpose – essential Shaping the future – essential	Shortlisting and interview

Skills and Knowledge	<p>Project and Contract Management – Level 2: Development and Delivery Context market and stakeholders Monitoring, evaluation and reporting</p> <p>Financial Planning and Management – Level 2: Planning and Forecasting Monitoring and Reporting Risk Management Marketing and</p> <p>Customer Service – Level 2: Understanding potential markets / customers Understanding customer needs Responding to customer needs Obtaining evaluation and feedback</p> <p>Computer Skills – Level 2: Outlook Word Excel</p>	Computer Skills – Level 2: SAP	Short listing and/or Interview
Experience and Knowledge	<ul style="list-style-type: none"> • Proven experience of project management and delivery. • Relevant finance management experience. • Solid understanding of the social development sector in Mexico. • Knowledge of the UK social development sector. • Relevant marketing and promotion experience, particularly in the social development sector. 	<ul style="list-style-type: none"> • Experience as team leader is highly desirable. 	Short listing and/or Interview

	<ul style="list-style-type: none"> • Experience of setting up quality assurance processes. 		
Qualifications	<ul style="list-style-type: none"> • University degree in International Development, International Relations, Global Studies, Business Administration or related fields / equivalent experience. • Ability to operate in English and in Spanish (both written and spoken) at a business level. Non-native speakers of English or Spanish should demonstrate a CEFR C1 level in their non-native language. 	<ul style="list-style-type: none"> • Project Management qualification. 	Short listing and/or interview

Submitted by	Jennifer Cosgrave – Head of Society	Date	4 th October 2017
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